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# Office Memorandum • UNITED STATES GOVERNMENT

TO : C, Administrative Staff, OL

FROM : C, Records and Services Br., OL

SUBJECT: Monthly Activity Report

DATE: 2 January 1962

2c 1. Records Officer Meeting

The Logistics ARO attended a meeting on 14 December 1962 of all Agency Records Officers. The CIA Records Administration Officer stressed the importance of the Agency records program with special attention directed at the deposit of vital records [REDACTED]. The recent near crisis brought out the fact that numerous components of the Agency did not have an up-to-date Vital Records Schedule; and in the event of emergency would have been operating under an extreme handicap due to inadequate records with which to set-up and activate at the Relocation Center.

STATINTL

A review of Logistics Vital Records was recently completed and the existing schedule revised for publication. It was found that the Logistics schedule could be reduced and still be adequate under emergency conditions. The format was changed to comply with Agency standard procedures.

2c 2. Mail Control Questionnaires

The C/R&SBr. coordinated within Logistics the processing of the Mail Control Questionnaires developed and distributed by the Manpower Task Force. The questionnaire was designed to elicit actual facts regarding mail processing at the lowest agency echelon having mail control activities. The questions were worded in such a way that they could readily be interpreted several different ways -- according to the thinking of the individual completing the form.

*Completed forms were forwarded to the Task Force on 28 December 1962.*

STATINTL

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